



New Jersey Department of Environmental Protection Contaminated Site Remediation & Redevelopment Program

INSTRUCTIONS FOR THE ISRA REMEDIATION CERTIFICATION FORM

General Instructions

1. **Applicability.** This form is to be used to advise the New Jersey Department of Environmental Protection (NJDEP) about a triggering event pursuant to the Industrial Site Recovery Act (ISRA) will be proceeding prior to completing the standard ISRA administrative process. The ISRA Remediation Certification identifies the transaction occurring, the ISRA subject owner(s) and operator(s) and the party(ies) agreeing to be responsible to conduct the remediation. In addition, the form **must be accompanied** by the original Remediation Funding Source instrument (e.g., Remediation Trust Fund Agreement, Line of Credit, etc.) prepared and submitted in accordance with N.J.A.C. 7:26C-5 and in the amount noted in Section D of the Remediation Cost Review and RFS/FA form.

In order for the Department to review and process the ISRA Remediation Certification, the following documents must be included as part of the Remediation Certification

- a. A completed ISRA Remediation Certification form;
- b. A completed Remediation Cost Review and RFS/FA form;
- c. A 1% surcharge check – 1% of the amount of the RFS required to be maintained, excluding interest accrued (does not apply if the RFS is in the form of a Self-Guarantee); and
- d. The certification found on the last page of the financial instrument, completed and signed by the person required to establish the RFS.

This form must be completed by the owner **or** operator of the industrial establishment. No fee is required. A SEPARATE form is to be completed for each **site** in which a triggering event is to occur. Multi-tenant site(s) need only complete one form.

2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/sra/forms/>.
3. Completed form should be sent to:

Bureau of Case Assignment & Initial Notice
Site Remediation Program
NJ Department of Environmental Protection
401-05H
PO Box 420
Trenton, NJ 08625-0420

Pursuant to N.J.S.A. 13:1K-9 as amended by Section 4(e) of P.L. 2007, c.1. notification of this ISRA Remediation Certification filing is required to be sent the municipal clerk.

NOTE: The NJDEP will NOT be issuing approvals of ISRA Remediation Certifications. The proposed ISRA transaction may proceed upon submittal of the ISRA Remediation Certification form to the NJDEP.

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING AND SUBMITTING THIS FORM:

Section A. Site Location

Specify the location of the ISRA subject industrial establishment. The Site name is the name of the ISRA subject operator. If a multi-tenant facility, complete using one name (other names will be provided in B).

Please ensure an ISRA General Information Notice (GIN) has been filed with the NJDEP notifying the NJDEP of the triggering event.

- **Site Name:** Provide the name of the site (i.e., ABC Corporation);
- **List all AKAs:** Provide all other known names for the site;
- **Street Address:** Provide the street address for the site NOTE: This should be the physical location of the site – cannot be the mailing address;

- **Municipality:** Provide the name of the municipality and indicate if it is a township, a borough, or a city. NOTE: This should be the name of the municipality and not the local name;
- **County:** Provide the name of the county where the site is located;
- **Zip code:** Self-explanatory;
- **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank;
- **Case Tracking Numbers:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.);
- **Municipal Block(s) and lot(s):** Provide all lot and block numbers for the site.

Section B. Site Operations and Property Ownership

1. Specify the current operators subject to ISRA. Attach additional sheets for multi-tenant facilities.
2. Specify the current owner of the real property at the industrial establishment. Identify the type of corporation (state of incorporation) or business association (limited or general partnership).
3. List all Owners/Operators since December 31, 1983 and dates of ownership/operation.
4. Provide prior NJDEP filing information for the Site.

Section C. ISRA Trigger and Purchaser Information

1. Describe in detail the ISRA subject transaction; status of operations after the transaction; and who will own and operate the industrial establishment.
2. Provide Purchaser information.

Section D. Cost Estimate, Remediation Funding Source and One Percent (1%) Surcharge

1. Submit the Remediation Cost Review and RFS/FA form providing a detailed estimate of the cost of the remediation prepared and certified by a Licensed Site Remediation Professional retained for the site. The cost estimate should include the cost of the implementation of the remediation, including the NJDEP's fees and oversight costs, and the estimated cost to operate, maintain, and inspect engineering controls as part of a remedial action.

NOTE: If a Preliminary Assessment/Site Investigation (PA/SI) has not been completed, the NJDEP will allow for the use of a surrogate cost estimate. The required surrogate amounts to be included in the cost estimate are as below:

- No contaminant information known about the site minimum acceptable surrogate cost estimate: **\$100,000.00**
- Known ground water contamination at the site: **\$250,000.00**

The surrogate amount must be replaced with a detailed estimated cost of the remediation based upon site specific information within **30 calendar days** of completion of the PA/SI.

2. Attach **original** Remediation Funding Source document(s) and one percent (1%) surcharge (if applicable) issued in accordance and in compliance with N.J.A.C. 7:26C-5 et seq.

Sections E-G. Authorizations/Certifications

1. ISRA Owner or Operator Certification: To be signed by the ISRA subject current owner or operator of the industrial establishment.
2. Transferee or New Lessee Certification: To be signed by the proposed purchaser of the real property or new lessee of the industrial establishment after the transaction. This does not need to be signed if the direct ownership or operations at the industrial establishment will not change with the proposed transaction.
3. Party(ies) Agreeing to Conduct Remediation: To be signed by the party who is agreeing to be responsible for compliance with ISRA and the investigation and/or remediation of the industrial establishment.

Section H. Licensed Site Remediation Professional Information and Statement

- LSRP ID Number: Provide the Licensed Site Remediation Professional ID Number.
- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Licensed Site Remediation Professional.
- The certification in this section shall be signed and dated by the Licensed Site Remediation Professional.